

Roanoke County Sheriff's Office



Michael G. Winston, Sheriff

Annual Report 2013

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It is the mission of the Roanoke County Sheriff's Office to provide societal protection by isolating dangerous offenders from the community, security and order in all courts of jurisdiction, and effective processing and service of all civil papers, whether of local or out-of-county courts, in a professional manner, without prejudice or bias for race, religion, or ethnic orientation. Several objectives have been established so that the goals of the Roanoke County Sheriff's Office may be attained. These objectives are to provide temporary supervised housing of persons entrusted to the Jail facility's care; to meet their basic human needs at a level that is consistent with human dignity and to ensure that no in-

mate is discriminated against for any reason; to provide a level of supervision for offenders that ensures maximum protection to the community, staff and inmates; to provide programs and services that will improve the offender's vocational and educational skills; to provide security and order in all Roanoke County courts and the Virginia Court of Appeals, without infringing upon the judicial process or the rights of individuals; to effectively process and serve all civil papers issued by the courts, in a timely and professional manner; to nurture the development of job skills needed by departmental employees which are necessary to accomplish the goals of the Roanoke County Sheriff's Office.



Mission Statement



Sheriff Mike Winston became the 29th Sheriff for the County of Roanoke on March 1, 2010. He began his career on October 1, 1970, as a Corrections Deputy. Sheriff Winston has a well rounded career with Roanoke County where he has worked as a Patrol Deputy, Patrol Sergeant and First Lieutenant. He served as Chief Deputy for Sheriff Gerald Holt for 18 years. He has also been SWAT commander, Firearms Instructor and served in other capacities within the Department. He is a graduate of Virginia Western Community College, obtained his Bachelor's degree from Radford University and also received his Master's degree from Radford University. He has also served as adjunct faculty at Radford University, where he taught Criminal Justice courses. Sheriff Winston is constantly working with County staff to create programs to aid the citizens of Roanoke County. The newest program is an inmate labor force that will help supplement County needs such as mowing, trimming and mulching. State and Federal grants have been obtained to help keep the County highways clean, providing non-violent inmates who are serving inmate sentences.

Letter from Sheriff

Dear Roanoke County Citizens:

I am pleased to present the Roanoke County Sheriff's Office Annual Report for Fiscal Year 2013. This marks my 43rd year with the Sheriff's Office and I am completing my 4th year as your Sheriff. As I reflect on our accomplishments for FY 2013, I have a greater appreciation for the dedication and innovation demonstrated by the men and women of our Sheriff's Office.

I am honored to serve as your Sheriff and I am extremely proud of the men and women who work so hard to ensure that our operations are successful. Although the Sheriff's Office is faced with growing demands and limited resources, we are continually identifying creative ways to fulfill our responsibilities and meet the needs of our citizens. The current economic situation reinforces the need for a strong organization and this is accomplished by hiring the best staff, providing the best training and finding creative ways to do more with less.

The staff of The Roanoke County Sheriff's Office has been extremely busy this year volunteering with community events that support the needs of children and seniors. Staff worked diligently preparing for a national re-accreditation audit from the American Correctional Association and due to their efforts, the Roanoke County/ Salem Jail has been reaccredited by the American Correctional Association. The Sheriff's Office is also accredited by the Virginia Law Enforcement Professional Standards Commission. This accreditation process takes several years to implement new policy and training programs to comply with all of the standards. These accreditations support the fact that our operation is consistent with other professional law enforcement organizations, not only in Virginia, but across the United States.

I am also proud to have continued the "Inmate Work Program" to alleviate manpower shortages in the Parks Division. This program is provided at minimal cost to our citizens and we were able to save approximately \$116,487 during a 12 month period of the program

I will continue to provide you information regarding Sheriff's Office operations, accomplishments, and future goals of the Sheriff's Office. We will constantly continue our efforts to better serve our citizens and to move forward to achieve our goals. Please contact me or my staff, should you have suggestions on how we may better serve you.

Sincerely

Michael "Mike" G. Winston



Administrative Division

Sheriff Michael "Mike" G. Winston

Assisting the Sheriff in the daily office business is his Administrative support specialists, Debbie Norman.

The Administrative Division of the Sheriff's Office includes Chief Deputy Charles I. Poff, Captain Barry Tayloe and Captain John S. Bowman. The Chief Deputy is directly responsible to the Sheriff. His responsibilities include the supervision of the Administrative, Civil, and Care & Confinement Divisions.

Major Poff serves as the Department's Chief Deputy Sheriff. He has over 37 years experience in Corrections and Law Enforcement. Major Poff served as the Chief Deputy for the Roanoke City Sheriff's Office, and later as the first Superintendent for the Western Virginia Regional Jail.



Chief Deputy Charles I. Poff

He worked as a consultant/auditor for the American Correctional Association for over 15 years, and has reviewed numerous jails across the United States. He joined the Sheriff's Office in May 2010. The Chief Deputy excises line authority over all personnel in the day to day operation of the Sheriff's Office. The Chief Deputy is also responsible for ensuring orders of the Sheriff are carried out and the mission

Administrative Division



Debbie Norman

Program Budget Specialist

The Program Budget Specialist performs program support work such as Purchasing, Finance and Human Resources. She also maintains records used to process payments to vendors for Departmental projects; assists in the preparation of the Departmental budget; coordinates and prepares material for submission to specific County and State offices; Screens visitors and telephone calls for the Department, answering inquiries or referring questions to the appropriate person. She prepares and maintains expense reports; organizes travel arrangements for others within the Department; coordinates data and creates annual reports as assigned; provides current employee information to Payroll and Human Resources and performs other support functions as required by the Sheriff.

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Administration Staff



Captain Barry Tayloe

Captain Tayloe joined the Sheriff's Office in 1981, and has over 34 years of Law Enforcement and Corrections experience. He was the Corrections Administrator for almost 20 years before he became the Court Services Administrator. He is responsible for the civil process, Professional Standards Unit and security for the Roanoke County Courthouse.

Captain John Bowman

Captain Bowman has been with the Sheriff's Office since 1995, and has over 18 years of experience. He is responsible for Corrections, Home Electronic Monitoring, and the Inmate Work Force program.



History of Jail

The Roanoke County/Salem Jail Complex is part of the Roanoke County Court Complex located at 401 East Main Street in the City of Salem, Virginia. The facility is operated by the Roanoke County Sheriff's Office and provides correctional services for the City of Salem, County of Roanoke, and the Town of Vinton. The population of The County of Roanoke and the City of Salem is approximately 92,901 and 25,462, respectively.



The Jail is a six story brick structure and provides 63,000 square feet. The jail was completed in 1979 by VVKR Incorporated and J.M Turner & Company, INC. The jail officially opened in 1980. The new facility replaced an overcrowded and antiquated Roanoke County Jail which was built in 1920 and was commonly referred to as the "Temple of Justice." The jail facility has a rated capacity of 145, and does not house juvenile offenders. The first level of the facility includes the sallyport, magistrate's of-



fice, intake/booking area, classification holding cells, medical and handicapped cells, visitation monitors, medical section, central control and jail administrative space. The second floor contains the classification section and inmate programs including the library, a multi-purpose classroom, gymnasium, laundry, food services and maintenance.

Court Security

The Sheriff's Office is divided into three Divisions; Administrative, Corrections, and the Court Services Division. The Court Services Division includes the civil process and court security units, managed by Captain Barry Tayloe. The primary objectives of the Court Services Division is to provide a secure and safe environment and maintain order in the Roanoke County Courthouse and to also serve all civil process papers in an efficient and timely manner. In the fiscal 2012/13 year, the Civil

Process Servers served over 42,791 papers in Roanoke County that

were issued by local courts, other courts throughout the state, as well as out of state courts. There are currently 3 Deputy Sheriff's who serve as full time Civil Process Servers.



Above: Honorable Judge Lilly with Clerk T. Childress, and Deputy Ann Boitnott providing court security.

The Court Security Unit is comprised of 24 full and part-time Deputy Sheriff's. These Deputies provide security for two General District with a third Court on Wednesday's. The Juvenile & Domestic Relations Courts has two, and three for Circuit Courts, as well as staffing the security checkpoints on each side of the Courthouse Complex. In addition, these Deputies provide security for the Virginia Court of Appeals approximately 25 times per year, when they meet in the Roanoke County Courthouse. These Deputies also assure the safety of Judges, court staff, visitors, and prisoners, by providing security and control and carefully monitoring court proceedings.

Other duties include opening and closing court sessions, calling cases appearing before the court, providing service and assistance to the Judges, transporting inmates to and from court, writing parking tickets and serving arrest warrants.

Right: Honorable Judge Trumpeter with Deputy Clerk M.. Hayslett and Deputy Neal Hutchinson providing court security



Above: Honorable Judge Swanson with Deputy H. Arrington providing court security.



[illegible]

Upon entering the courthouses, Deputies screen visitors by metal detectors, x-ray machines and visual inspections of them and their possessions. Deputies screen approximately 2,273 citizens through the check points each week. This initial contact between Deputies and citizens provides both parties an opportunity to interact in a positive way. Deputies provide assistance by answering questions and providing directions within the courthouse. We hope this helps citizens feel more secure and safe while visiting the courthouse.

also encourages everyone who participates in court security, to contribute ideas to make the courthouse secure and to ensure smooth operation for the courts. Eleven years ago, we successfully implemented a security checkpoint for the General District , Circuit Court , and Juvenile & Domestic entrance. Our most recent security upgrade is the addition of our color cameras for clarity and audio.



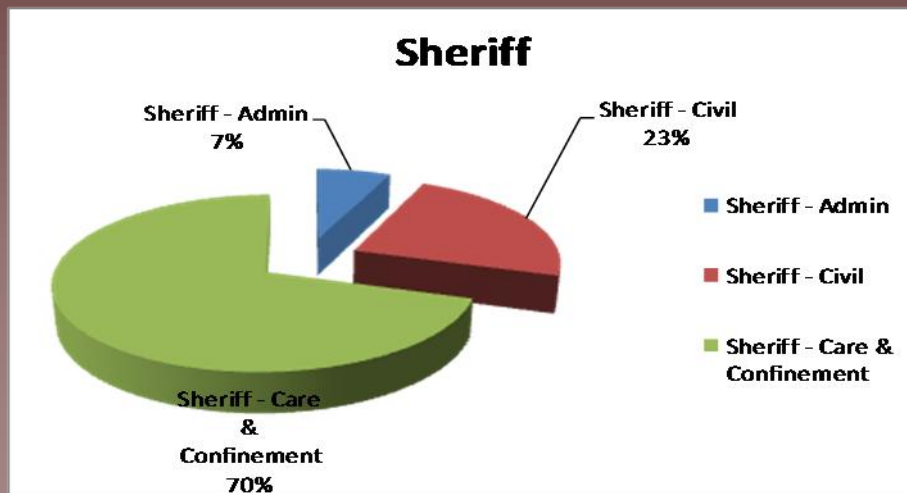
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For Fiscal Year 2012-13, the Sheriff's Office's total expenses totaled \$6,306,185

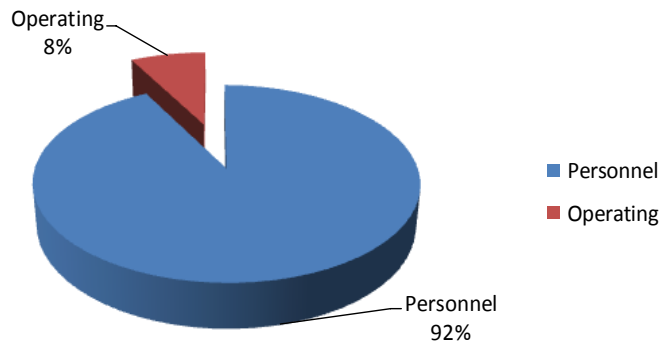
General Operating Expenses:

- ♦ Vehicle repairs & gasoline
- ♦ Utilities
- ♦ Security Equipment
- ♦ Building Maintenance
- ♦ Inmate Supplies
- ♦ Office Supplies
- ♦ Radio repair & Maintenance
- ♦ Contracts
- ♦ Leases

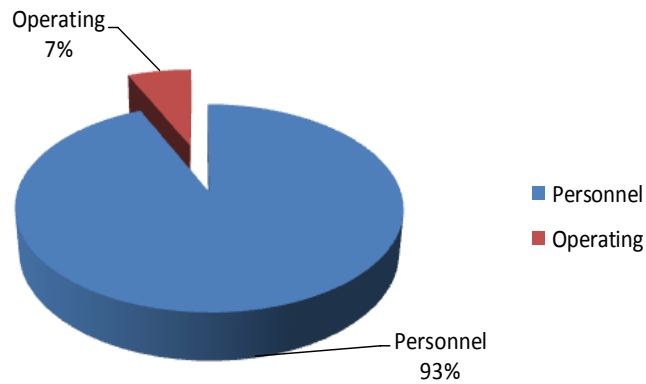




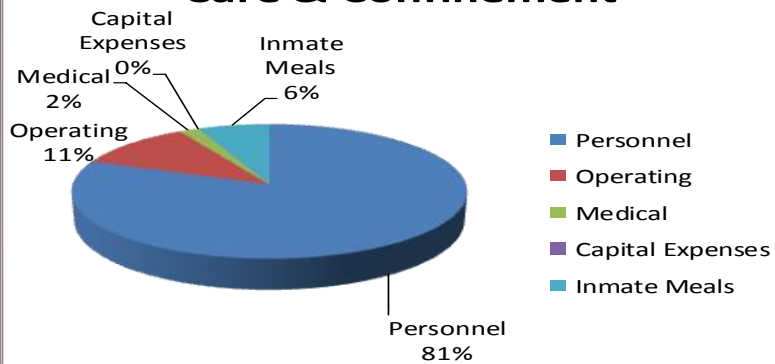
Administration



Civil



Care & Confinement



Financial Summary

Inmate Trust Account

The inmate trust account allows individuals to deposit funds into an inmate's personal account. All inmate funds are kept in individual accounts under the direct control of the LIDS/Computer Technician. The funds are used by inmates to purchase commissary, pay for medical and library services (purchase a book, subscriptions, etc.), and make restitution for damaged or destroyed property. However, no inmate is denied food or medical treatment. If an inmate does not have sufficient funds to pay for the charges he/she has incurred, a debit is placed on the inmate's account for the services provided, so that the Sheriff's Office may be reimbursed if/when additional money is deposited into the inmate's account.

Jail Canteen

The purpose of the jail's canteen, or commissary, is to provide inmates the opportunity to purchase various items or amenities, which are not provided by the jail. These items help to break the inevitable monotony of institutional diet and regimen. Items for sale may reflect inmate preferences but must present no threat to the security policies of the jail. Requests by inmates for special items may be honored providing administrative approval is first obtained. All items for sale by the jail's canteen will be reasonably priced. The canteen is not a right of the inmates but a privilege which may be withdrawn as a disciplinary measure for infractions of jail rules and regulations.

Merchandise in the canteen will be priced on a cost plus a reasonable profit mark-up in order to generate an inmate canteen fund. Excess profits from the sale of canteen items will be turned over to the Treasurer of Roanoke County on a weekly basis. By law, profits from the sale of canteen items must be used for the welfare of the inmates. A complete audit and inventory of canteen funds and supplies is conducted annually by the Finance Department of Roanoke County and submitted to the Sheriff or his designee.

The jail's canteen will be made available to inmates at least one time per week. Canteen items may be purchased by completing the order forms by the specified date and time. Inmates will be afforded sufficient and reasonable time to select and purchase the desired item(s). Forms will be handed out during delivery of canteen items. Whenever the approved canteen schedule changes, there will be an initial posting in each housing module, as well as a permanent posting on the Inmate Bulletin Board in the Commons Area, located on the Second Floor of the Jail Facility. Any inmate who fails to abide by the posted schedule will lose his/her canteen privilege for that week. Inmates must have money available in their accounts prior to ordering. No inmates will be allowed to purchase canteen items on credit. Once money has been placed on the inmate's account, it may be dispersed for canteen purchases for that particular inmate, and not transferred to the account of, or for the use of another inmate. The amount of the purchase will be deducted from the inmate's account. At the time of delivery, the inmate will sign the canteen order sheet indicating the starting amount, the amount of purchase(s), and the balance remaining in that inmate's account, as of the order date. The independent canteen vendor will retain the signed printout of the inmate's canteen order with his/her remaining balance for accounting purposes.

ROANOKE COUNTY-SALEM JAIL



The Roanoke County/Salem Jail facility is located at 401 E. Main Street in Salem, Virginia. This facility opened on October 1, 1980 with a rated capacity for 108 inmates. Living units and services for the handicapped/disabled inmate are available. Prior to the construction of this facility, the Sheriff's Of-

fice operated a jail that was only rated to house 24 male and 4 female inmates. While the current facility has a much higher inmate capacity than the previous jail, the inmate population remains constantly above the certified limit. Prior to the Western Virginia Regional Jail opening, the Roanoke County-Salem jail was holding approximately 350 inmates, and contracting inmates to other facilities throughout the state. The average daily inmate population for the fiscal year 2012/13 was 133 inmates. The average daily committals were 12 per day and the average daily releases were 11 per day.



Corrections Division

The Corrections Division is managed by Captain John Bowman. This Division consists of two major components: The Jail Facility & Prisoner Transport. The Roanoke County/Salem Jail houses inmates charged with crime (s) pending trial, and inmates sentenced to less than 1 year in Jail; for those sentenced to longer terms of incarceration, who are also held until transferred to the Western Virginia Regional Jail or Department of Corrections (DOC). The Roanoke County Sheriff's Office may also assign an inmate to Home Electronic Monitoring inmates who serve weekends or other deferred sentences imposed by the Courts. Jail Staff work 8 hour shifts, consisting of assignments of 7am-3pm, 3pm-11pm, and 11pm-7am. Each shift is responsible for the supervision and direction of inmates. The shifts are also responsible for the security and safe operation of the Jail, 24 hours a day, 365 days a year. Each shift has a Lieutenant, 2 Sergeants, and 10-12 Deputies. The Lieutenants and Sergeants are responsible for supervising, providing support, and direction to the Deputies to carry out the daily operations of the jail.

Committals to Jail	4,264
Releases from Jail	3,501

The Transportation Deputy travels to multiple jurisdictions throughout the Commonwealth of Virginia to pick up incarcerated inmates and bring them before the Roanoke County Courts. They may also have to occasionally take an inmate to and from Doctor's appointments.

Inmates Transported	1,488
Total Hours Transported	2,226
Total Miles traveled	80,977



LIBRARY & EDUCATION

During fiscal year 2012/13, 2,000 paperback books were available for inmate use. Various educational textbooks and materials are donated by the Roanoke County Schools, the Roanoke County and Salem Public Libraries, Paperback Exchange, and various church groups. Upon request, legal reference materials are available to all inmates. Numerous counseling and religious services are provided for the inmates who wish to participate. Inmates who qualify, are encouraged to participate in educational classes and may receive their GED level of education while incarcerated. During Fiscal Year 2012/13, 28 volunteers donated over 1,668 hours of their own time providing jail programs.

COUNSELING PROGRAMS:

- Spiritual—individual counseling with Chaplains
- Self Awareness Classes are offered through TAP
- Mental Health Counseling
- Parenting classes

EDUCATIONAL PROGRAMS:

- GED preparation & testing - 44 inmates enrolled in GED, 5 took the GED test, and 3 passed the test.
- Special Education - No inmates were enrolled in Special Education this past fiscal year. They left the facility before the application process could be completed once they were identified, or they were transferred to the Western Virginia Regional Jail.
- Access to type legal letters
- Law Library

HEALTH PROGRAMS:

- AIDS/STD education through the drug rehabilitation program

RELIGIOUS PROGRAMS:

- Pastoral Counseling
- Saturday and Sunday Church services
- Bible studies
- On-site baptismal pool
- Spanish Bible Study
- Life Skills Class with Chaplain
- Chaplain's class

SUBSTANCE ABUSE PROGRAMS:

- Alcoholics Anonymous
- Jail substance abuse program (ALPHA) - 51 inmates have enrolled in the ALPHA program, and only 32, have successfully completed the program.

ALTERNATIVE INCARCERATION:

- Home electronic monitoring is available, space provided, to those inmates who meet the state-mandated requirements. 495 inmates were screened and 7.42 inmates participated in the program per day

LEGAL ASSISTANCE:

- Legal Aid Society of Roanoke Valley

Bottom: Deputy C. Minucie



Breakdown of Programs

AA (Alcoholic Anonymous) Male

The purpose of the program is to share their experience, strength and hope with each other so that they may solve their common problem and help others to recover from alcoholism. During fiscal year 2012-2013, 793 inmates attended AA.

ALPHA (Aware Learn Plan Seek Accept) is a drug treatment program operated by Blue Ridge Behavioral Healthcare (BRBH). Any interested inmates may be screened by the BRBH staff to determine appropriateness for this program. Other inmates may be court ordered to participate. Inmates will be placed on a waiting list for this program until space becomes available. Due to the security limitations placed on the size of the Blue Ridge Behavioral Healthcare group, as well as the therapy cycle involved, there may be a delay in services for those inmates who are interested and have agreed to participate. Inmates must follow all rules of the program and violations will result in the inmates immediate removal from the program. During fiscal year 2012-2013, 51 inmates participated in this program with 32 graduates.

Jail Ministry at the Roanoke County/Salem Jail Facility includes several components. The Religious Services Coordinator provides pastoral counseling for a variety of faiths, as well as conducting baptisms for the inmates. Baptisms are performed on an as-needed basis by the Religious Services Coordinator. Baptisms are only done at the inmate's request. Bible studies are conducted several times throughout the week for any inmates that may be interested. Individual counseling may be provided to segregated inmates upon request. A Spanish Bible Study is offered to Spanish speaking inmates. During fiscal year 2012-2013, 943 inmates participated in Jail Ministry services.

Inmates may request religious text (Bible, Qur'an, etc.). Inmates whose religious beliefs require a special diet may request a special religious diet . The Roanoke County/Salem Jail does not discriminate based on religious beliefs or faith. The Religious Services Coordinator will make reasonable attempts to secure recognized faith-based materials and counseling necessary for the practice of an inmate's faith. Inmates are not permitted to participate in mari-

tal ceremonies during their incarceration

Mental Health Counseling is provided upon an inmate's request. During fiscal year 2012-2013, 170 inmates requested and reviewed mental health counseling.

Self Awareness is provided by Total Action Against Poverty (TAP). During fiscal year 2012-2013, 181 inmates participated in the self awareness program.

Special Education is provided by the Salem City School System. Any inmate, 18-21 years old in need of special education services, may participate. Once an inmate reaches his/her 22nd birthday, the inmate is no longer eligible for Special Education. During fiscal year 2012-2013, no inmates participated in special education as the program was provided for our inmates housed at the Western Virginia Regional Jail.

Breakdown of Programs

CITIZEN VOLUNTEERS

The Sheriff's Office established a citizen volunteer program on July 30, 2012. This program is available to citizens 21 or older. Volunteers are usually asked to work 6-10 hours per week performing duties in the Court Services and Corrections. We now have Rita Christian and Noah Tickle that offer their time, expertise, and talent in our court services area.



Rita Christian

Future Plans

Weekend Program

The sentencing court may direct offenders to serve their sentence on Fridays through Sundays. Due to the short duration of their confinement, weekenders may not receive visitors. The sentencing court is notified of any violations and subsequent revocations from the program. All weekender inmates are required to work, either inside the facility cleaning or outside the building picking up trash along the Roanoke County roads/highways. In addition to picking up trash, we receive requests from local schools to perform various work to perform such as mulching, painting, etc. Weekender inmates must pay the Jail \$8 per day in addition to \$1 per day for daily fees to participate in the weekender program. In Fiscal Year 2012/13, the Sheriff's Office collected over \$14,972 in weekender fees. The weekenders worked a total of 4,764.75 hours and if multiplied by \$12.89 (minimum wage without benefits). This program saved the citizens approximately \$61,417.63, and generated over \$14,972 in fees.



Left & Bottom: Various Weekend inmates mulching areas at Hidden Valley High School



TRUSTIES



The Jail facility utilizes the experience of inmates assigned to our trusty programs. These inmates do not receive any monetary compensation. However, they are eligible for time off their sentences for working; if they meet the criteria as specified per the policy of the Virginia Department of Corrections.

Trusties are used for cleaning Sheriff's Office vehicles, offices, maintenance of the buildings and grounds, laundry service for inmates, and kitchen duties. Inmates assigned to the work programs receive special benefits not available to regular inmates, which may include additional visitation time and additional canteen items.

Inmate labor was provided for in several projects this year. Inmates assisted in brush and tree removal and beatification projects at several Roanoke County Schools. Trusties maintain the grounds around the Courthouse Complex and the Jail. They also participated in mowing and general maintenance duties at several County Departments, parks, and mowing at the shooting range located in the Dixie Caverns area.

For Fiscal Year 2012/13, the in-house trusties worked a total of 58,597 hours and if multiplied by \$12.89 (minimum wage without benefits) saved the citizens approximately \$755,315.33



Inmate Work Force Program



The Inmate Work Force was established on August 30, 2010, to provide assistance to Roanoke County as well as provide non-violent and thoroughly screened inmates the opportunity to develop work skills and habits. The Work Force works closely with the Roanoke County Parks and Recreation Department. Supervised inmates complete weekly projects assigned to them. During the spring, summer, and fall months, the Work Force conducts ex-

tensive mowing and landscaping activities throughout various Roanoke County sites. These sites include, but are not limited to, public parks, County Libraries, fire stations, Camp Roanoke, and the Fleet Center. During the winter, inmates are assigned to painting of County buildings, landscaping projects, snow removal, leaf removal, and general clean-up of County properties. The Work Force is comprised of highly screened and selected inmates that are no danger to the community. These inmates must meet strict criteria to be considered for this program. Sentenced inmates that are guilty of misdemeanors and are permitted to receive judicial good time from the sentencing court are considered optimal candidates for the program. By working on this program and receiving judicial good time, an inmate has the opportunity to receive credits to reduce his/her sentence, thus saving Roanoke County the cost of housing the inmate. In addition, a labor force is provided at minimal cost to the County. Roanoke County Parks and Recreation provide training on the equipment used by the inmates. The Work Force inmates are supervised by a Deputy Sheriff, who is specifically assigned to manage the crew. The Work Force program operates Monday through Friday, however the working hours may vary due to work assignment. The crew does not work weekends or holidays, but is on-call to handle unique situations such as snowfall or storm clean-up. The trustees working on the inmate work force program worked a total of 8,851 hours and if multiplied by \$12.89 (minimum wage without benefits) the work program saved the citizens \$114,089.39 during FY2012-13.



ALPHA Program

Blue Ridge Behavioral Healthcare provides the Alpha substance abuse program. The Alpha program is a four month inpatient rehabilitative community followed by an outpatient program upon completion and release. Inmates may be ordered into the program by a sentencing court and may request to join the program, and are screened by Blue Ridge personnel before admission to the program. Once accepted into the program, inmates are relocated to the Alpha housing unit and expected to follow the Alpha code of conduct. The Alpha code of conduct includes specific times to wake and sleep, restrictions on fraternizing with inmates not in the program, and specific hygiene and cleanliness standards. Inmates in the Alpha program have scheduled meetings and presentations throughout the day, and are under the direct supervision of the Alpha coordinator from Blue Ridge approximately eighteen hours a week. These jail-based services may result in immediate entry into intensive outpatient services in the community and referrals to other needed services.

Fiscal Year 2012/13, 51 inmates have participated in the Alpha program, and 32 inmates have graduated from the Alpha program.



Rehabilitation Program

Food & Laundry Service

Food Service

Food service is provided by a contracted food service vendor. In addition inmate trustees are assigned to the kitchen to help prepare food and perform clean-up duties. The jail is required to provide three meals a day to the inmates. These meals must be well-balanced with sufficient calories as recommended by the American Medical Association and as approved by a certified dietician as required by state law. Inmates assigned to strenuous work programs or are classified as trustees are afforded additional nutrition. The cost to feed an inmate per day is \$5.25. The cost that we feed inmates for an entire day is cheaper than what a citizen can purchase one meal at a fast food restaurant.



Laundry

The laundry is staffed by inmate labor under the supervision of jail staff. These trustees are responsible for ensuring that all inmate laundry/bedding and other personal clothing items are received, properly cleaned, and returned to the inmates on a regular basis. Laundry trustees are also responsible for the cleanliness and general upkeep of the laundry area.



Video Visitation

The jail provides a Video Visitation System, that represents the industries leading technologies providing reliable, easy-to-use, high-quality yet cost effective, and highly scalable TeleJustice solutions. The system, known as VideoViso™ Solutions provides our facility with the ability to improve operational efficiency by reducing inmate movement within the jail and frees up staff to concentrate more on safety and security matters. This system allows us to increase the hours visitation is provided, which ultimately benefits the public.

The system is a closed circuit TV platform that is fully recordable by a digital recorder. The system offers several features such as variable time sets-ups and staff monitoring of visits. The system operates by camera operation at both the visitor's site and the inmate's location. The visitor and inmate are seated in front of a monitor and closed circuit camera. Video feeds from each camera will feed into the other person's monitor. Audio is transmitted via a telephone receiver on each end. After the set time limit has been reached, the system will automatically terminate the connection, ending the visitation session. All visits are recorded on a digital video recorder and may be used in criminal proceedings. Jail staff have the option to turn the recording feature off in the case of attorney and clergy visits.

Total cost of this system was

\$161,193.00, which was paid for by Grant funding. The grants allowed the system to be purchased without any costs to the citizens of Roanoke County.

From July 1, 2012 to June 30, 2013, the Sheriff's Office had 11,386 visitors, in a 12 month period. This equates to a monthly average of 949 visitors, and an average of 31 visitors per day for Fiscal Year 2012/13.

Western Virginia Regional Jail



With the opening of the Western Virginia Regional Jail on April 2009, we installed 3 video monitors for visitors to use, so that they can visit inmates at the Regional Jail from our jail. This has helped reduce traffic and saved time by citizens not traveling to the Western Virginia Regional Jail for visitation. During fiscal year 2012/13, there were 3,565 visitors for the Western Virginia Regional Jail, a monthly average of 297, and a daily average of 10 visitors.



Video Visitation

Home Electronic Monitoring

The Roanoke County Sheriff's Office Home Electronic Monitoring provides an alternative to incarceration to sentenced offenders who meet mandated screening requirements.

Screening:

The Initial Screening by Rehabilitation staff allows them to obtain personal Information, as well as, employment and case information about the individual. The offenders criminal history, as well as, or substance abuse, and treatment history is considered. The case information enables the Rehabilitation staff to determine eligibility for the program according to the Code Of Virginia §53.1-131.2

If there are no statutory disqualifiers, the staff will conduct a background investigation to determine suitability for the Home Electronic Monitoring Program.

It is the policy of the Roanoke County Sheriff's Office to place offenders on the Home Electronic Monitoring Program under the following guidelines:

No more than 12 months for a Misdemeanor or a total combined sentence of 24 months.

No more than a two year sentence for a Felony, to include those with a total sentence of 24 months to serve on one or more Felony charges.

An individual with up to 12 months of Misdemeanor time and 12 months or one year of Felony time MAY be placed on Home Electronic Monitoring.

Under no circumstances may an applicant have over two years Felony or Misdemeanor time to serve in order to be placed on Home Electronic Monitoring.

Background Investigation:

Verification of address, employment, and phone service.

Obtaining a criminal history.

Contacting the individual's Probation Officer, if applicable.

Review of incarceration history.

The information obtained during the Background Investigation is then compared to the information gathered from the applicant during the Initial Screening Interview. An assessment of the individual's honesty and level of responsibility with regard to their interaction with Rehabilitation staff during the screening process, may determine the applicant's eligibility.

Placement:

An offender will be placed on the Roanoke County Sheriff's Office Home Electronic Monitoring Program only after they meet the program requirements as prescribed by the Code Of Virginia §53.1-131.2 and are found suitable during the Background Investigation.

At the time of placement, the offender must sign a written agreement, including consent to submit to random drug testing, and agree to pay program fees.

Alternative Program

GRANT ASSISTANCE

GRANT ASSISTANCE PROGRAM

The Sheriff's Office budget does not include funds for equipment such as computers, printers and scanners. We have to rely on obtaining grants to upgrade our technology.

The Sheriff's Office has been successful in obtaining grant funding to pay for an upgrade to our camera security system in our courthouse.

Below is a list of grants that we received for last Fiscal Year:

- ⇒ State Criminal Alien Assistance Program (SCAAP). \$2,477.00 with no local matching funds this grant was awarded to assist with the Weekender Inmate Workforce Program.
- ⇒ Bureau of Justice Assistance. 13,671.00, This grant was awarded to assist with funding the Weekend Inmate Workforce Program.

Grant Assistance

American Correctional Association

The Roanoke County Sheriff's Office received its initial accreditation in August 2000 and has been re-accredited every three years for a total of four on-site audits. The primary advantage of being an accredited facility is clearly defined policies and procedures, and ultimately enhancing consistency in operations. Accreditation provides an agency with credibility among its



peers, law makers, the courts and the public. The Roanoke County/Salem Jail is the 7th out of 85 local jails in Virginia and 98th out of over

4,000 local jails nationwide to achieve accredited status by ACA. Sheriff's Office staff and their records are thoroughly examined every three years by a professional audit team to ensure compliance with the 382 standards necessary for accreditation. The standards cover such areas as the jail's administrative operations, budget/fiscal management, staff training, inmate records, jail security & operations, inmate classification & discipline, physical plant, food service, safety & sanitation, health care and other inmate services & programs. To be accredited by the ACA, a jail must be in compliance with 100% of the mandatory standards (60) and 90% of the non-mandatory standards

(322). We maintain compliance with 100% of the mandatory standards and 98% of the non-mandatory standards during the re-accreditation that took place in 2012.



VLEPSC

The Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation is the ongoing process whereby agencies evaluate policy and procedure against established criteria, and have complied with the criteria as verified by an independent body. The criteria, or standards, are policy development guidelines that represents a level of quality service delivery. The true indicator of compliance, however, lies with an evaluation by trained, independent professional peers. The establishment of meaningful and professional standards and an evaluation for compliance to those standards are the two fundamentals of an accreditation program. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) certification is directed by Virginia Chiefs of Police and Sheriffs. This program is geared to agencies in Virginia to enhance the professionalism of their agencies.

Achieving VLEPSC accreditation took approximately 7 years because of all the policies that had to be revised and new ones implemented. As well as many hours of training covering topics such as traffic stops, domestic violence, evidence handling, victim witness services, and communications. This was a daunting task due to the fact the Sheriff's Office is not the primary law enforcement agency for Roanoke County and many of the standards are geared to primary law enforcement functions. This does not make us exempt from these standards, and we had to adapt our training and policies to this.

The Roanoke County Sheriff's Office received accreditation by the Virginia Law Enforcement Standards Commission on December 2, 2010. Established in the early 1990's, the Virginia Law Enforcement

Standards Commission provides law enforcement agencies in Virginia the opportunity to seek voluntary accreditation by demonstrating their compliance with established standards for the efficient and effective operation of their Agencies. The accreditation program is administered by the Virginia Law Enforcement Commission and the Department of Criminal Justice Services. There are a total of 123 Sheriff's Offices and 293 police departments in Virginia. The Roanoke County Sheriff's Office joins the ranks as one of 82 VLEPSC accredited agencies; and only one of three Sheriff's Offices in the state to be accredited by both VLEPSC and the American Correctional Association. After receiving their initial accreditation, agencies must demonstrate continued compliance with the standards each year and must undergo an on-site assessment every four years.



Above: Sergeant Kiser & Deputy J. Goyer providing information to the VLEPSC auditors.



From Left to Right: Captain Tim O'Leary, Sheriff Winston, Major Poff, Captain Tayloe, and Sergeant Ory attended the VLEPSC hearing.



EMERGENCY RESPONSE TEAM

The Sheriff's Office has a specialized team that are carefully selected and trained to respond and resolve emergency situations. This team is responsible for supplying special tactical assistance to the jail and courthouse complex when needed. Mandatory training is required by all E.R.T. members each month, as well as specialized training such as the "Mock Riot" held in West Virginia in order to keep up-to-date with their skills and emergency procedures. All E.R.T. members have specialized training in firearms, Special Impact Munitions, Conducted Energy Weapons, Basic and SWAT operations, High Risk Warrant Service, Hostage Rescue, Correctional Emergency Response, and High Risk Prisoner Transportation. E.R.T members provide a valuable service to the community by assuring order and safety in emergency and unusual situations.

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Above Left to Right:: Deputy Morris, Deputy Mullins, Sergeant Shephard, and Deputy Arrington displaying the colors in General District Courtroom.

COLOR GUARD

The Color Guard unit is generally available upon request to participate in public functions. The Sheriff's Office Color Guard has participated in numerous events throughout the area to include:

Investiture ceremonies and Swearing In ceremonies for Sheriff's Office personnel and elected officials, Law Enforcement Recognition Parade, Vinton Dogwood

Festival, Virginia Special Olympics Ceremonies, Woodmen of the World Ceremonies and Convention, the Massing of Colors program and the annual Roanoke Valley Law Enforcement Memorial Service.

1st Basic Jailor Academy



In 2007, the Roanoke County Criminal Justice Academy was jointly established between the Roanoke County Sheriff's Office and the Roanoke County Police Department. The goal of the Roanoke County Criminal Justice Academy is to provide innovative and progressive training to the law enforcement community, and in particular, the Sheriff's Office and Police Department. The training program includes basic academy training and in-service training for law enforcement, corrections, civil process and court services. All training programs are certified by the Virginia Department of Criminal Justice Services.

An Academy Director serves from the Police Department and an Officer/Deputy from the Police Department and Sheriff's Office serves as Assistant Academy Directors. The Assistant Academy Director for the Sheriff's Office coordinates and oversees the Corrections, Court Security and Civil Process training.

On February 4, 2008, the Academy graduated its first basic corrections training academy. The academy included eleven recruits and was held at the old Roanoke County Public Safety Building on Peters Creek Road. After an intense ten week training schedule, the recruits graduated on April 11, 2008.

A great deal of planning was invested in the first two Sheriff's office basic corrections academies, which provided training for eleven weeks. The first academy was concluded on September 8, 2008 and the next academy began on December 1, 2008. In addition to Sheriff's Office recruits, these two academies provided training for approximately one hundred recruits from the Western Virginia Regional Jail. The recruits were supervised by the Sheriff's Office Assistant Academy Director and the Sheriff's Office Training Coordinator. In addition, the Regional Jail provided an Officer to assist with the training.



Jailor Academy

Special Olympics 2011

Special Olympics—Law Enforcement Torch Run & Tug for Tots, Corn Hole Tournament, Polar Plunge, Tip a Cop and the Polar Bear Motorcycle Run.

Special Olympics of Virginia's goal is to improve the quality of life for persons with intellectual disabilities through access to sport and recreation programs. The Roanoke County Sheriff's Office has participated in the Special Olympics fund raising for several years. Each year our Deputies also participate in the Law Enforcement Torch Run. The Torch Run is a nationwide event and the largest grassroots fundraiser for Special Olympics. The Special Olympic athletes even participate in the run each year. Since the Torch Run was started in the early 1980's, the Roanoke County Sheriff's Office has been a leader in fund raising and sponsoring events to raise awareness for Special Olympics. In the past, our Sheriff has been the area coordinator and he has assigned Deputies as members of the executive council. The families of the athletes are so touched by the participants of law enforcement and the amount of funds raised by the event. Our Deputies give their own time to volunteer in community events as the Poker Run, Golf Tournaments, and Shooting Matches. Other Winter Festivals that our Sheriff's Office participate in are the Polar Plunge, and Polar Bear Motorcycles Run.

